



## OFFICE ADMINISTRATOR – PRE-PREP SCHOOL

### Part time – 0.5 FTE – 20 Hours per week

### Job Description

- Relationships:** The post holder is responsible to the Head of the Pre-Prep
- Fundamental Tasks:** To provide office administration and reception duties for the Pre-Prep school
- Relationships:** This post reports directly to the Head of Pre-prep, however the Heads' PA will have an oversight of this position on a day to day basis

#### Responsibilities:

- To handle all telephone and email enquiries in a timely and professional manner
- To meet and greet Pre-Prep visitors, signing people in and out, in line with school visitor policy
- To welcome parents for drop off and pick up from Nursery and Kindergarten
- To collect daily registers and follow up on absences as required
- To send letters and SMS messages to parents using ISAMS
- To provide full administrative support for Parents' Evenings, Open Mornings and other events as directed and in collaboration with the Admissions team
- To arrange transport for trips and equipment other school events as required
- Maintaining the EYE grant administration and liaising with the Bursary and BANES
- Scheduling and preparing after school club information and managing the club registration process
- Managing the After Care (Nightingales) registration process
- To administer first aid and medicine when required, with the support of the First Aid Leader (liaising with Head or trained First Aider as appropriate)
- Maintaining pupil data electronically and in paper form, ensuring emergency contacts for all pupils are up to date ensuring all information is managed and stored with the highest levels of confidentiality and sensitivity and in compliance with GDPR regulations
- To order resources from completed order forms and manage invoices with Bursary, liaising with staff responsible for curriculum cost centres
- To manage the end of term pupil recharges process, liaising with other departments as required

The post-holder may also reasonably be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.



**OFFICE ADMINISTRATOR – PRE-PREP SCHOOL**  
**Part time – 0.5 FTE – 20 hours per week**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Good basic education to GCSE level in literacy and numeracy or equivalent.	RSA or similar typing/word processing qualifications.
<b>Experience</b>	Experience of developing and maintaining administrative systems, on paper and IT.	Previous experience of working in an administration position in an educational setting  Experience in a customer facing administration position
<b>Knowledge And Understanding</b>	Equal Opportunities, Health and Safety and Child Protection	
<b>Skills</b>	IT literate including MS Office Suite and Google docs/GMAIL.  Excellent accuracy and attention to detail.  Professional and effective communication style with children, staff and parents (verbal & written).  Excellent organisational skill and ability to effectively prioritise time and work.	
<b>Personal Attributes</b>	Able to work unsupervised and use own initiative when appropriate.  Respectful of confidentiality and a professional, tactful approach.  Sympathy with School's Christian ethos and Vision, Mission and Values.	Proactive / problem solving skills.



**OFFICE ADMINISTRATOR – PRE-PREP SCHOOL**  
**Part time – 0.5 FTE – 20 Hours per week**  
**Terms and Conditions**

<b>Salary</b>	The salary will be £8,364 per annum at Point 15 of the support staff salary. Salary is based on 41 weeks per annum. This includes working 36 weeks per annum plus 5 weeks of paid holiday entitlement. Salaries are usually reviewed annually in April.
<b>Hours of Work</b>	20 hours per week, Monday to Friday. Specific working pattern maybe flexible and maybe discussed at interview. However, expectation is a presence is required daily for approximately 4 hours per day.
<b>Pension</b>	Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.
<b>Holiday</b>	33 days including bank holidays (pro rata for part time/part year). When a bank holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply. Entitlement for paid holiday is included in the salary confirmed above and is usually taken during school holidays.
<b>Sick Pay</b>	Membership of the Support Staff Sickness Scheme.
<b>Lunch</b>	Provided while on duty while catering facilities are functioning.
<b>Notice</b>	This position is subject to a six month probation period, during which time one months' written notice applies. Following successful completion of the probation period half a working term's notice in writing from either party applies.
<b>Retirement</b>	The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.
<b>Medical</b>	All employees are subject to a medical report and to undergo a medical examination, if required.
<b>Security</b>	Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.



**OFFICE ADMINISTRATOR – PRE-PREP SCHOOL**  
**Part time – 0.5 FTE – 20 hours per week**  
**Child Protection (Safeguarding) and Staff Code of Conduct**  
**and Behaviour Policy, including EYFS**

Monkton takes safeguarding very seriously. To this end, all appointments are made subject to satisfactory DBS clearance. The interview will include questions about safeguarding children. Monkton's Child Protection (Safeguarding) Policy includes the following information: The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

**Specific Objectives**

1. To foster pupils' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.
2. To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.
3. To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
4. To maintain links with parents and representatives of outside agencies.
5. To view seriously any instances of bullying and to deal with them effectively.
6. To ensure that all members of the school staff understand Child Protection procedures and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
7. To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy 'Child Abuse/Protection' in this section of the Staff Handbook.

The full Child Protection document can be found through URL:

[https://docs.google.com/document/d/1FZCg7yFnaQkCqR\\_CkmG3FgVq99YnQAg\\_Svrmt0FR\\_Ck/edit?pref=2&pli=1](https://docs.google.com/document/d/1FZCg7yFnaQkCqR_CkmG3FgVq99YnQAg_Svrmt0FR_Ck/edit?pref=2&pli=1)

If you are unable to access the internet, please request a hard copy.



**OFFICE ADMINISTRATOR – PRE-PREP SCHOOL**  
**Part time – 0.5 FTE – 20 hours per week**  
**Equal Opportunities Policy, including EYFS (Nov 15)**

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

**The Equal Opportunities Policy Statement**

1. The School values the individual contribution of people irrespective of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. The School is committed to ensuring that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This applies in particular but not only in relation to recruitment and selection, promotion, transfer and training opportunities, benefits, terms and conditions of employment, grievance and disciplinary procedures, termination of employment including redundancies, and conduct at work.
2. All employees should be treated equally with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin, pregnancy or maternity.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Equality Act and the Part Time Workers legislation.
4. The School is designated as a School with a religious character by the DfES. This may be taken into account when recruiting staff when appropriate to do so. Notwithstanding this, the School undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated on the basis of their merits and abilities.

5. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.
6. The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and will be subject to disciplinary procedures if found to be discriminatory. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.
7. The School promotes tolerance of each other and respect for each other's position within the School community, and provides positive images and role models, whilst seeking to avoid prejudices and raise awareness of related issues.
8. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable with reasonable adjustments to assist in overcoming or minimising the difficulties. This may need to be in conjunction with a medical advisor.
9. Whenever reasonably practicable to do so, the School will install in existing premises facilities for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.
10. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
11. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

#### ***Policy Statement on Harassment at Work***

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unlawful and unacceptable and will be regarded as a disciplinary offence, which in serious cases, may be classed as gross misconduct, resulting in instant dismissal. The highest standards of conduct are required of everyone, regardless of seniority.
2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:-
  - verbal abuse, or insulting behaviour
  - sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
  - the display or circulation of sexually suggestive or racially abusive material
  - bullying, coercive, intimidating or threatening behaviour
  - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability or other protected characteristic
  - persistent teasing or constant unfounded criticism of the performance of work tasks
  - unsolicited or unwelcome sexual advances, including touching, staring or commenting

- comments of a sexual nature about a person's appearance or dress
  - bribery or attempted bribery.
5. An allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as a disciplinary offence and in serious cases may be regarded as gross misconduct leading to instant dismissal.
6. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior. Reference should be made to the Grievance procedure in the Personnel and Payroll Policies.

***Statement to Prospective Parents***

We do not discriminate in any way regarding entry and the School does not treat disabled or prospective pupils less favourably for any reason related to their disabilities than it treats those to whom that disability does not apply. We welcome pupils with physical disabilities provided that our site can cope with them. However, the Senior School in particular is situated on a steep hill and whilst every effort has been made to make it as accessible as possible for wheelchair users, there are some areas where this is not feasible due to the topography. The School will always consider reasonable adjustments to admission arrangements to ensure that disabled pupils or prospective pupils are not placed at a substantial disadvantage in comparison with non-disabled pupils. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. However, we advise parents of children with special education needs or physical disabilities to discuss their child's requirements with the Principal/Head before he or she sits the entrance exam so that we can ensure that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

See also Special Educational Needs policy for policy relating to pupils.